

## **MSWG/CAP Subordinate Unit Inspection Guide**

### **Rating Definitions& Important Terms**

**Outstanding (O):** Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

**Excellent (E):** Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

**Satisfactory (S):** Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

**Marginal (M):** Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

**Unsatisfactory (U):** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

**Benchmark Candidate**--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

**Commendable Item**--A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

**Observation**--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

**Finding**--A significant deficiency that requires specific answers to MSWG/IG on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (\*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (\*\*). Units must answer findings with enough detail to permit the MSWG staffs to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3 and CAP-USAFI 90-201 details.

**Repeat Finding**--A finding reported in the units previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

**Open Item**--An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and MSWG/IG has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

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